

## Student Research Trainee (SRT) Process

**Definition:** Individuals receive education and/or training with a focus on overall participant experience. They are assigned to a mentor, thus allowing them to interact closely with faculty and other students. Participation is the only requirement to receive payment. The payment enables them to focus on their education and/or training without the need to seek employment to cover living expenses. Individuals receive the primary benefit from the research experience (not Rice); this includes, but is not limited to - the opportunity to further education and/or training in a particular field, explore career or academic opportunities, social or professional networking, participation in presentations or lectures, etc. Refer to the [Student Research Trainee Guidance](#) for more information. **NOTE:** Individuals receiving payments from [REU awards](#) and [visiting international undergraduate researchers](#) are considered *trainees*.

Department accepts individual into program and provides a participation/training agreement. The agreement includes:

- (1) Offer of acceptance into program,
- (2) Details and requirements for the participation/training in order to receive payment,
- (3) Details regarding any payment deductions that can occur based on non-participation (if applicable),
- (4) Reference to the payment being reportable income to the IRS on either Form 1099 or Form 1042-S,
- (5) Recommendation for SRT to maintain health insurance (including hospitalization) in case of an injury.

Rice Student returns signed agreement to department.

Non-Rice Student returns signed agreement to department.

SRT must be enrolled through Esther during the academic year or upcoming academic year.

Student must be enrolled through the Office of the Registrar in a class for credit or a "007" class which will be under the subject code of the instructor of record (student's mentor).

SRT completes **Form W-9 (U.S. citizens, permanent residents, or foreign nationals with U.S. tax residency)** or **Form W-8BEN (foreign nationals without U.S. tax residency)**. SRT uploads completed form through the Vendor Portal ([payables.rice.edu](http://payables.rice.edu)).

Foreign nationals may need to provide additional information to determine tax status.

Department completes check request(s) and attaches the participation/training agreement for support. The check request should reference "**student research training/participation**" and use the **71978 (teacher/trainee allowance)** account. Then, the department submits the check request(s) and support to Payables.